



City of Missouri City
Planning & Development Services Department
1522 Texas Parkway
Missouri, TX 77489
(281) 403-8600 / Fax: (281) 208-5551
www.missouricitytx.gov

Pre-Application Meeting* Checklist

1. A pre-application meeting is required of all applicants before the first submittal is made in the applicant's development process.

City staff will attend the meeting to help determine what parts of the development process apply to the applicant and in what order they need to take place.

All interested parties of the applicant are encouraged to attend the pre-application meeting.

2. To schedule a pre-application meeting:
 - a. Fill out the Pre-Application Meeting Form;
 - b. Include a generalized site plan or subdivision plan – details are included on the form; and
 - c. Email or Fax the form and site plan or subdivision plan to the City – contact information is included on the form.
3. At the pre-application meeting, a Planning and Zoning Packet will be given to the applicant. The packet includes forms and instructions required for zoning and platting property. Depending on the applicant's needs, the applicable parts of the packet will be explained in detail.

****Pre-application meetings must be scheduled a minimum of two (2) business days in advance. The length of time for each meeting is approximately 1 hour or less.***

Meeting times and days are as follows:

Mondays and Thursdays

9:00 AM

10:00 AM

Mondays, Wednesdays and Thursdays

2:00 PM

3:00 PM

Meetings are scheduled based upon staff availability.



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Pre-Application Meeting Form

Applicant/Firm Name:	Today's Date:
Requested Days and Times for the Pre-Application Meeting: First Choice: Second Choice: Third Choice:	
Applicant's Contact Information, including email address, daytime phone number, & fax:	
Property Owner's Name and Address:	
Legal Description of Property Plat or Central Appraisal Dist ID No.:	
Property Location (Closest Intersections or Address):	
Approximate Size of the Area:	
Present Zoning (Staff may complete):	
Present Use:	
Proposed Use or Purpose for the Meeting:	

A generalized site plan or subdivision plan should accompany this completed form. This plan should show the entire parcel with approximate locations of nonresidential buildings, public and private rights-of-way and open spaces, planting areas, parking and loading areas, of sufficient accuracy to be used for the purpose of identification of policies and regulations that create opportunities or pose constraints for the proposed development.

This form should be sent by email to Betty Collins (bcollins@missouricitytx.gov) at least two days prior to the scheduled meeting. Email is preferred however faxes may be sent to (281) 208-5551.